

RECEIVING REPORT

IMPORTANT:

- * This form must be received in the payment office within 5 workdays of acceptance.
- * Acceptance must take place within 7 calendar days of delivery or completion of work unless a different inspection/ acceptance period is stated in the contract. Explain in block 8 if acceptance is longer than stated in the contract.
- * Invoices received must be time stamped to indicate the date of receipt.

SECTION 1 - CONTRACT IDENTIFICATION

1. NAME OF CONTRACTOR

2. PEGASYS DOCUMENT NUMBER

3. CONTRACT/PURCHASE ORDER NO.

(b) (4)

SECTION 2 - DESCRIPTION OF GOODS AND/OR SERVICES

4A. ITEM NO.

4B. DESCRIPTION (For services, also give dates of service)

4C. QUANTITY

(b) (4)

(b) (4)

(b) (4)

(b) (4)

5. MAXIMUM PAYMENT
AMOUNT

6. LESS DEDUCTION(S) FOR
NONPERFORMANCE, ETC.
(Explain in Item 8)

7. MAXIMUM AMOUNT
APPROVED FOR PAYMENT
(Item 5 less Item 6)

8. REMARKS

SECTION 3 - CERTIFICATION(S)

9. TYPE OF DELIVERY (Mark "X" in appropriate box)

☐ A. FULL

☐ B. PARTIAL

☐ C. FINAL PARTIAL

10. CERTIFICATION

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN
RECEIVED ON (Date) AND ACCEPTED ON (Date)

A. NAME AND TITLE (Type, print or stamp)

B. CORRESPONDENCE SYMBOL

C. TELEPHONE NUMBER

E. SIGNATURE

F. DATE SIGNED

11. SECOND CERTIFICATION (Optional)

THIS IS TO CERTIFY THAT THE GOODS AND/OR SERVICES DESCRIBED HAVE
BEEN ACCEPTED.

A. NAME AND TITLE (Type, print or stamp)

B. CORRESPONDENCE SYMBOL

C. TELEPHONE NUMBER

E. SIGNATURE

F. DATE SIGNED